SECRET
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Action M

14 March 1968

MEMORANDUM FOR: Members of the Communications Study Group

ATTENTION :

25X1A

SUBJECT : Office Registries

1. Several proposed data transmittal systems involve installing some printing and reproduction equipment in most office registries at Headquarters. For instance, the ACT system includes plans for installing on-line printers in a number of registries beginning in FY 1972, and extending through FY 1973 and 1974.

2. In order to predict the likely impact of such a system, to eliminate the possibility of double counting of programmed resources, and to investigate other alternatives, the Study Group needs additional information about current responsibilities and resource commitments within the separate office registries.

3. We are soliciting assistance from the members of the Study Group to provide the information shown in the attachments. Please note any deletions or additions to the list of registries in Attachment 2.

25X1A

Attachment 1: Questionnaire
Attachment 2: List of Registries on File

Attachment 1

Registry Questionnaire

1. List the registries within your Directorate and indicate the locations.

2. How many people work in each registry and what are their grades?

3. List the names and/or types of documents which each registry processes and the approximate daily volumes.

4. Does the registry log documents in or out or both? Which documents and what security classifications are logged?

5. Does the registry maintain current files of documents? Which documents and how far back do the files go? Approximately how many documents are on file?. Are file documents eventually destroyed or shipped to other long term storage facilities such as Warrenton?

6. How are the files organized -- by subject, cable number, etc?

7. List and describe all the services performed by the registry and the approximate percentage of effort devoted to each.

8. Does the registry have copier or reproduction equipment: list by make and model.

9. Is the registry programmed to tie-in with ACT, COINS, SIPS or any other system -- what equipment would be installed and what is the timing for installation?

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Attachment **2**

List of Registries on File

Directorate	Registries
DDI	SDO
	OCI
	ONE
	OCR/DD
	OER
	OSR?
DDS&T	OEL
	OSI
	ORD
	FMSAC
	OSA
	OSP
DDS	DDS
	LOGS
	D/MS
	COMMO
	OS
	DDS/HB